

**GREEN ACRES  
LOCAL GOVERNMENT UNIT AND NONPROFIT GUIDE**

**Title Commitment Report and Title Insurance Policy Checklist**

To determine ownership and identify any conditions and restrictions affecting the use of the parcel being acquired, Green Acres requires that the local government unit or nonprofit obtain a title commitment report prior to purchase and a title insurance policy following purchase of a property.

**\*\*Please note that the title commitment report should be obtained and provided to the surveyor prior to preparation of the property survey.\*\***

The local government unit or nonprofit should review the following checklist items prior to ordering the title commitment report and insurance policy and verify that all requirements have been met prior to submitting them to Green Acres:

**Title Commitment Report Items**

- \_\_\_ 1) The commitment includes a photocopy of the latest recorded deed in its entirety.
- \_\_\_ 2) The commitment includes photocopies of the entire recorded deed of any easements, rights-of-way, restrictions or conditions of record that appear in Schedule B, Section II of the commitment.
- \_\_\_ 3) Schedule A of the title commitment references a description of the parcel to be insured and indicates the correct municipal tax block and lot numbers.
- \_\_\_ 4) The title company has been advised that the parcel is being acquired with funding through the Green Acres Program, and that once acquired, the land will be encumbered with Green Acres restrictions. This language may appear in the original report or as an endorsement prior to the issuance of an owner title policy.

**Title Insurance Policy Items**

- \_\_\_ 1) The title insurance policy amount (in Schedule A) is equal to or greater than the purchase price.
- \_\_\_ 2) Schedule B, Section II of the policy must identify that the land has been acquired subject to Green Acres rules and regulations.
- \_\_\_ 3) All exceptions regarding outstanding interests, liens, encumbrances and taxes listed in Schedule B, Section II of the title commitment report have been removed. The policy must show that the local government unit or nonprofit has clear title to the property.
- \_\_\_ 4) The survey exception in Schedule B, Section II of the title commitment report has been replaced by a survey endorsement that insures title to the area within deed description.
- \_\_\_ 5) The description of the insured premises is the deed description prepared as part of the survey package and is the same as in the recorded deed.